

Iowa Balance of State Continuum of Care (CoC)
FINAL 2015 CoC Renewal Project Application Plan

Approved March 18, 2015, by the Iowa Council on Homelessness

***** Renewal Project Narrative Deadline: Friday, April 24th, 2015 *****

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Introduction

The Iowa Balance of State Continuum of Care (CoC) is requesting 2015 Project Applications for Renewal Projects.

The Continuum of Care (CoC) Program: This is a competitive program of the U.S. Department of Housing and Urban Development (HUD). CoC Program information from HUD can be found at this link: <https://www.onecpd.info/coc/>.

The 2015 CoC Competition: HUD structures the CoC competition so that communities (called Continuums of Care or CoCs) typically apply for the program through one annual Consolidated Application. This Consolidated Application contains all the new and renewal Project Applications within that CoC. HUD is taking steps to open the 2015 competition earlier this year. HUD has not yet actually opened the competition, so we do not know many details. We do not know if funds will be available for new projects. We assume that CoCs will be required to rank Project Applications in order of priority. We also assume that projects will still be required to submit applications in HUD's Esnap system, in addition to the applications submitted for CoC review and ranking. Project applicants also may be required to submit additional community planning information, in order to complete other sections of the Consolidated Application.

The Iowa Balance of State CoC: In Iowa, the Balance of State CoC includes most of the state, with the exception of Polk, Woodbury, and Pottawattamie Counties. The decision-making body

for the Iowa Balance of State CoC is the Iowa Council on Homelessness; the Continuum of Care Committee of the council leads the application process. Any CoC project applicant within the Balance of State must submit their application for review by the Continuum of Care Committee and the council; the council then votes on the entire CoC Project Rankings and any related materials to submit to HUD. During this process, the Iowa Finance Authority provides administrative support, including submitting the final approved application materials and project rankings to HUD.

Resources: Application resources and materials will be posted to this page, as they are available: <http://www.iowafinanceauthority.gov/Home/DocumentSubCategory/107>.

2015 Renewal Application Process

Application Requirements: Renewal Project Applicants must complete and submit the following:

- **Part 1: 2015 Project Narrative**
 - Submit by email to amber.lewis@iowa.gov.
 - **Deadline: Friday, April 24th, 2015**
- **Part 2: 2015 Project Application in HUD's online E-snaps system:**
 - <https://www.onecpd.info/e-snaps/guides/coc-program-competition-resources>
 - **Deadline: TBD, based on when HUD opens the competition.**
- **Part 3: 2015 Community Planning Narrative**
 - Submit by email to amber.lewis@iowa.gov.
 - **Deadline: TBD, based on when HUD opens the competition.**
- **Part 4: Other Attachments**
 - HUD Form 2991: Certificates of Consistency with the Consolidated Plan
 - Leveraging Letters
 - Other
 - **Deadline: TBD, depending on final details when HUD opens the competition.**

Application Reviews: Project Applications will be reviewed first by the Continuum of Care Committee. Recommendations for Project Application ranking will be made at a meeting of this committee; resources for this meeting will be available in advance on this page online:

<http://www.iowafinanceauthority.gov/Home/DocumentSubCategory/95>). The Iowa Council on Homelessness will vote on these recommendations at their meeting on Friday, May 15, 2015. This meeting is an open, public meeting, and anyone can join in one of three ways: in person at the Iowa Finance Authority, 2015 Grand Avenue, Des Moines, Iowa, 50312; by conference call at (866) 685-1580, code 515-725-4942; or at one of several ICN locations around the state, with locations published online in advance of the meeting on this page: <http://www.iowafinanceauthority.gov/Home/DocumentSubCategory/165>.

Voluntary Reallocations: HUD encourages communities to analyze their portfolio of grants to determine if there is the right mix of housing and services and whether funding for some projects, in whole or in part, should be reallocated to make resources available for new efforts. More information is available from HUD's 2014 "Letter from Ann Oliva to Grant Recipients, CoC Leaders, and Stakeholders:" <https://www.hudexchange.info/resources/documents/letter-from-ann-oliva-to-grant-recipients-coc-leaders-and-stakeholders-fy-2014.pdf>.

We assume HUD will follow a similar process for reallocation during 2015, encouraging voluntary reallocations. This means that instead of submitting a renewal application to continue with a current project, an applicant could choose to submit a new project instead, with the same amount of funds that would have been otherwise available for their renewal project. In some cases, it could even be for a higher amount of funds. There are likely to be two new project types that HUD would allow in this situation: Permanent Supportive Housing for the Chronically Homeless; or Rapid Rehousing for Families.

Renewal project applicants may submit an initial application for scoring. Based on the score and ranking approved by the Iowa Council on Homelessness, renewal applicants may choose to resubmit their application as a voluntary reallocation to a new type of project, according to HUD's final rules published with the NOFA. Any new projects submitted in this way will be re-scored, which may result in a change of rankings for all projects.

Appeals Process: According to an Appeals Process established in 2014, the Executive Committee of the Iowa Council on Homelessness considers any appeals of CoC competition scoring, ranking, or funding recommendations. After the Iowa Council on Homelessness votes on the CoC project ranking, any project may appeal the council's decision. The appeal must be written and addressed to the Executive Committee of the Iowa Council on Homelessness, and submitted to the Iowa Finance Authority on the council's behalf. Appeals must be received by the Iowa Finance Authority within one week of the Iowa Council on Homelessness's project ranking vote. Email is the preferred method of submitting an appeal (amber.lewis@iowa.gov). The Executive Committee of the Iowa Council on Homelessness will review any appeals received and issue a final decision.

Notice of Public Posting: Project Narratives will be posted online for review. Project Applicants should ensure that no confidential information is submitted which cannot be posted publicly. If confidential information must be included, the applicant must submit two versions, clearly marked, one that is the full application and one for posting that excludes the confidential information.

2015 Renewal Project Application Timeline

Friday, February 13th, 2015: DRAFT 2015 CoC Renewal Project Application and Ranking Process released for stakeholder comment.

Friday, March 6th, 2015: Comments due.

Tuesday, March 10, 2015: CoC Committee meets to review comments and recommend a 2015 CoC Renewal Project Application and Ranking Process.

Wednesday, March 18th, 2015: Iowa Council on Homelessness meeting; council votes on 2015 CoC Renewal Project Application and Ranking Process.

Wednesday, March 25th, 2015: CoC Renewal Applicants' most recent APRs must be submitted to the Iowa Finance Authority, if not done already.

Wednesday, April 15th, 2015: Renewal Project performance charts published for applicants' reference.

Friday, April 24th, 2015: 2015 CoC Renewal Project Applications due.

Tuesday, May 12th, 2015 (TBD): CoC Committee members have scored applications independently; committee meets to discuss scoring and recommend rankings.

Friday, May 15th, 2015: Iowa Council on Homelessness meeting: Council reviews and votes on recommended renewal project rankings.

Friday, May 22nd, 2015: Appeals of the Renewal Project scoring and ranking are due. These will be considered by the Executive Committee of the Iowa Council on Homelessness.

Voluntary Reallocation/New Project Applications, date TBD, based on HUD NOFA:
Voluntary reallocation applications due from any renewal applicants that wish to submit as new projects for re-scoring.

Additional dates TBD: Additional items will be added to the timeline as they are available, mostly based on HUD's NOFA.

2015 Project Scoring, Ranking, and Funding

The process for project funding based on ranking consists of the following:

- Renewal projects will be scored and ranked according to the information in this application.
- Other aspects of funding will be decided after HUD provides details on the funding available for this competition, with consideration for comments submitted by stakeholders.

2015 Renewal Project Narrative

INSTRUCTIONS (3 points available for following application directions)

Answer the questions below. Submit the 2015 Renewal Project Narrative by email to amber.lewis@iowa.gov by Friday, April 24th, 2015. Please only include this project narrative, not the introductory plan items on pages 1-4 of this document. Please be concise in your responses. Using 12-point font, one-inch margins, and single-spacing, most responses should be no more than 1/2-page.

HMIS Project Applicants, answer Questions 1 and 2, then skip to Question 13 and continue through Question 21. All other Renewal Project Applicants, answer Questions 1 – 20.

Points possible: 100

APPLICANT NAME AND LOCATION

Organization Name:

Project Name:

Renewal or New Project:

Type of Project (PSH, PH-RRH, TH, SSO, HMIS):

Federal DUNS Number:

Address:

Contact Person:

E-mail & Phone:

Secondary Contact Person:

Email & phone:

Is your organization registered in the federal System for Award Management (SAM)?

AGENCY SUMMARY (1 point)

- 1) Provide a brief introduction to your agency. Include how this particular project fits within your overall agency.

PROJECT SUMMARY (1 point)

- 2) Provide a two- to three-paragraph summary of your project. The summary will serve as a guide to orient reviewers to your project—including the type of project, location, the general population served, the kind of facility used to provide services, the overall goals, and anything else that will help someone understand why the project is important.

HOMELESS BED CONFIRMATION (1 point)

- 3) For Transitional Housing and Permanent Housing (PSH, S+C, or RRH) projects only: Open the 2014 Housing Inventory Chart (HIC) for the Iowa Balance of State; this will be available online here, by the week of March 23rd: <http://www.iowafinanceauthority.gov/Home/DocumentSubCategory/107>, in the section for the 2015 Competition. Which row on the HIC lists your project? How many total beds are listed for your project (Column U)? Is this correct? If your project is not listed in the HIC, **STOP**. Email amber.lewis@iowa.gov. Your project may not be eligible for the CoC program.

PROJECT DESIGN (30 points)

HUD's guidance is that CoC's should prioritize admission for the chronically homeless, especially in Permanent Supportive Housing. More information is available at this link from HUD's SNAPS Weekly Focus, "Giving Priority to Chronically Homeless Persons:" <https://www.hudexchange.info/news/snaps-weekly-focus-giving-priority-to-chronically-homeless-persons/>.

- 4) Prioritization to end chronic homelessness: **(10 points)**
- How many beds does your project have?
 - What percentage is currently dedicated to serving the chronically homeless?
 - How many beds will your project commit to prioritize for the chronically homeless through turnover in the future?
 - Identify your project's response to this question on the 2013 and 2014 CoC Project Applications, and compare your results this year.

As a second priority population for CoC programs, HUD encourages communities to serve adults, youth, and families who are unsheltered and those accessing emergency shelter, before serving persons experiencing other forms of homelessness. More information on this and other priorities is available from a report released on July 23, 2014, for the Polk County Continuum of Care Board by Barbara Poppe and Associates (Barbara Poppe is the former director of the U.S. Interagency Council on Homelessness). This report is available on this page: <http://www.iowafinanceauthority.gov/Home/DocumentSubCategory/107>.

- 5) Prioritizing those who are unsheltered or accessing emergency shelter:
- Based on your most recent APR, how many participants entered the program as unsheltered or from an emergency shelter? How does this compare to the total number of participants that entered your program? **(10 points)**

HUD encourages programs to follow Housing First practices. The U.S. Interagency Council on Homelessness and HUD offer several resources regarding Housing First:

- *Definition of Housing First: “Housing First is an approach to quickly and successfully connect individuals and families experiencing homelessness to permanent housing without preconditions and barriers to entry, such as sobriety, treatment or service participation requirements. Supportive services are offered to maximize housing stability and prevent returns to homelessness as opposed to addressing predetermined treatment goals prior to permanent housing entry.”*
 - *Housing First/Rapid Rehousing Webinar:*
http://usich.gov/media_center/videos_and_webinars/hud-and-usich-core-principles-of-housing-first-and-rapid-re-housing-webinar.
 - *Housing First Checklist:*
http://usich.gov/usich_resources/fact_sheets/the_housing_first_checklist_a_practical_tool_for_assessing_housing_first_in.
 - *HUD’s SNAPS In Focus, “Why Housing First:”*
<https://www.hudexchange.info/news/snaps-in-focus-why-housing-first/>.
- 6) Describe your project’s policies in the following Housing First practice areas: **(10 points)**
- a. Are applicants required to have income prior to admission?
 - b. Are applicants required to be “clean and sober” or “treatment compliant” prior to admission?
 - c. Are tenants terminated from the program for not following through on their services and/or treatment plan?

PERFORMANCE (35 points)

In July 2014, HUD released “Systems Performance Measures: An introductory guide to understanding system-level performance measurement.” The guide can be found at this link: <https://www.hudexchange.info/resources/documents/System-Performance-Measures-Introductory-Guide.pdf>. A key measure that applies to CoC programs is the following:

- ***The percentage of adults who obtain or increase employment or non-employment cash income over time.***
- 7) How will your project help participants increase cash income? Summarize your project’s performance in this area, using specific information from the 2015 Performance Charts. These will be available online here, by April 15th:
<http://www.iowafinanceauthority.gov/Home/DocumentSubCategory/107>, in the section for the 2015 Competition. **(10 points)**

Another key measure that applies to CoC programs is the following:

- ***The percentage of participants who obtain or increase non-cash mainstream benefits.***
- 8) How will your project help participants increase non-cash benefits? Summarize your project’s performance in this area, using specific information from the 2015 Performance Charts. These will be available online here, by April 15th:

<http://www.iowafinanceauthority.gov/Home/DocumentSubCategory/107>, in the section for the 2015 Competition **(10 points)**

9) Budget request: **(1 point)**

- a. What is the amount of this project's total 2015 Annual Renewal Amount, as listed in Column AU of the approved Grant Inventory Worksheet (GIW)? The final approved GIW will be available online here, by the week of March 23rd:
<http://www.iowafinanceauthority.gov/Home/DocumentSubCategory/107>, in the section for the 2015 Competition.

10) Total persons served and total households served: **(1 point)**

- a. How many total persons were served by your project during the most recently completed operating year (based on the most recent submitted APR)? How many households?

11) Based on responses to the prior two questions, what is the cost per person served? What is the cost per household served? Consider only the amount of your project's CoC grant, not matched or leveraged funds. What cost-per-person or cost-per-household factors should be considered for your program? (Please note again here the type of project—transitional, permanent supportive, supportive services only, or rapid rehousing.) **(3 points)**

12) Exits to permanent destinations: **(10 points)**

- a. Of these persons and/or households served, how many exited to permanent destinations (or remained in permanent housing)? Summarize your project's performance in this area, using specific information from the 2015 Performance Charts. These will be available online here, by April 15th:
<http://www.iowafinanceauthority.gov/Home/DocumentSubCategory/107>, in the section for the 2015 Competition. What does this indicate about your program?

CONTINUUM OF CARE PARTICIPATION (12 points)

13) Annual Performance Report (APR) Submission: **(2 points)**

- a. What is your project's operating year end date? On what date did you submit a complete copy of your HUD APR to the Iowa Finance Authority? Was this within 90 days of the end of the project's operating year OR by March 25th, 2015?

14) Has any representative of your program been an active participant in the Iowa Council on Homelessness bi-monthly meetings? (*Note that anyone can participate in council meetings even if not a voting member.*) Briefly describe. **(5 points)**

- 15) Has any representative of your program been an active participant in Iowa Council on Homelessness committees and working groups? Briefly explain. **(5 points)**

BUDGET AND CAPACITY (17 points)

- 16) HUD Grant Monitoring **(2 points)**

a. Describe any HUD CoC Project monitoring results during the past three years.

- 17) Verify that the amount requested for Administration Costs in the E-snaps Project Application will not exceed 7% (or the amount listed on the GIW, if a Renewal Project). Applications will not be approved if Administration Costs are greater than 7%. **(1 point)**

- 18) Is your agency drawing down CoC funds from HUD at least quarterly? Explain. **(1 point)**

- 19) Project leverage **(3 points)**

All eligible funding costs except leasing (which requires no match) must be matched with no less than a 25 percent cash or in-kind match. **Match** must be used for eligible activities as defined by the CoC Program Interim Rule. **Leverage** includes all funds, resources, and/or services that the applicant can secure to benefit clients served by the proposed project. HUD scores CoCs on the extent of their leverage.

a. Describe the amount of your project's leverage contributions, including the sources and amounts.

- 20) Spending history: **(10 points)**

a. Review the information for your project listed in the spreadsheet, "2015 Iowa Balance of State CoC Competition: Renewal Project Spending." This will be available online here, by April 15th: <http://www.iowafinanceauthority.gov/Home/DocumentSubCategory/107>, in the section for the 2015 Competition. If corrections are needed for the information in the spreadsheet, email them to amber.lewis@iowa.gov. Did your project expend all funds? Please explain.

HMIS PROJECTS ONLY (66 points; in lieu of Questions 3 – 12 above)

21) HMIS-only questions:

- a. Is the HMIS section of the Governance Charter up-to-date and accurate? **(1 point)**
- b. Are the following plans in place:
 - i. Privacy Plan? **(1 point)**
 - ii. Security Plan? **(1 point)**
 - iii. Data Quality Plan? **(1 point)**
- c. How are these plans reviewed by the CoC and HMIS Lead regularly? **(3 points)**
- d. How much of the total HMIS budget (not including required match) is supported through non-CoC Program cash or in-kind sources? If less than 25%, describe efforts to increase funding from non-HUD sources. **(3 points)**
- e. What was the percentage of null or missing values for the Universal Data Elements for the 2015 Point-in-Time count (or 2014, if 2015 data not yet available)? If greater than 10%, describe steps to support the CoC in reducing null or missing values. **(3 points)**
- f. Do the existing HMIS Policies and Procedures include adequate procedures to ensure valid program entry and exit dates are recorded in HMIS? **(3 points)**
- g. Were PIT results reported to HUD in HDX by the 2015 deadline? **(3 points)**
- h. Does the HMIS Lead support the CoC in collecting and reporting accurate and quality subpopulation data for the sheltered homeless during the PIT? **(3 points)**
- i. Does the HMIS Lead support methods to reduce double-counting of the unsheltered homeless during the PIT count? **(3 points)**
- j. What is the current overall bed coverage rate for the CoC? Briefly describe steps to support the CoC in increasing the rate. **(5 points)**
- k. How does the HMIS Lead respond to identified HMIS-related CoC project needs (specific examples)? **(10 points)**
- l. How does the HMIS Lead respond to identified HMIS-related CoC system needs (specific examples)? **(10 points)**
- m. How is the HMIS Lead supporting the move toward measuring CoC system performance (specific examples)? **(10 points)**
- n. How is the HMIS Lead supporting non-HMIS agencies in the CoC with data collection and reporting needs? **(6 points)**